

DIRECT PROCUREMENT METHOD
(DPM)
INTERNATIONAL COMMERCIAL AIR SOLICITATION

Chapter I - POLICY

Item 100. Purpose: This publication provides guidelines, rules, regulations, and other information required to participate in the movement of personal property shipments, worldwide. Changes to each volume may be included by page changes in each volume's rate solicitation letter. Carriers filing rates in response to this solicitation will submit rates in accordance with the procedures outlined in Chapter VII.

Item 101. Application and Scope: This solicitation is applicable to air carriers and forwarders eligible to transport crated household goods (HHG) and unaccompanied baggage (UB) shipments between designated rate areas in DPM international commercial air service, including intertheater and intratheater shipments. By submission of rates under this solicitation carriers agree, to the fullest extent possible, air transportation under this agreement must be performed by a Civil Reserve Air Fleet (CRAF) member. An available CRAF carrier must be used even if more expensive than a Non-CRAF carrier. Applicable rules and a list of qualified CRAF carriers is provided at appendix I of this solicitation.

Item 102. Authority: Under responsibilities assigned by the Commander, United States Transportation Command, the Air Mobility Command (AMC), is responsible for the negotiation of rates worldwide for the transportation and storage of DPM International Commercial Air shipments. The rates are solicited on behalf of the entire DOD, including civilian appropriated and nonappropriated fund employees, and the U.S. Coast Guard.

Item 103. Industry Rate Submissions: Rates are submitted to AMC in accordance with the rate filing instructions outlined in Chapter VII. Carriers are solely responsible for the preparation and submission of their rates. Failure of electronic transmissions to arrive by the designated date will result in nonacceptance of the submissions. Carriers will not submit data concerning their rates for review by AMC or HQSDDC. If such data or request is received by AMC or HQSDDC, it will not be acted upon. After the Initial Filing (I/F), AMC will produce and provide carriers with an Error/Rejection Report. **Carriers will have an opportunity to correct errors and/or add rates during the Secondary Filing (S/F) "window."**

Item 104. Time of Submission: Filing dates for each rate filing milestone are provided in Appendix A. A rate filing schedule, with actual 2-week "windows," and dates will be provided for each volume with the solicitation. The dates in the rate filing schedule represent the dates for which rate submissions must be completed in order to be considered responsive to the applicable solicitation. Electronic transmissions will be accepted during a 2-week "window" for all cycles.

Item 105. Acceptance of Offers: AMC reserves the right to reject any or all offers, to waive informalities and minor irregularities in offers received, to negotiate, accept, or reject initial or subsequent transmissions without discussion of rates, and to nonuse or cancel any rate upon due notice, and/or resolicit rates. Additionally, AMC reserves the right, on 15-day notice, to extend the effective period of rates by 45 days, to modify the rate filing period, to resolicit rates as the result of Government or carrier actions, to respond to data processing failures, strikes, embargoes, other policy/economic situations, and other similar reasons. Carriers are encouraged to file rates for only those channels they desire to serve.

Item 106. Release of Rate and Cost Data: Proprietary rate and cost data, submitted by carriers upon request of AMC, is not releasable under the Freedom of Information Act.

Item 107. Carrier Correspondence: Carriers are prohibited from distributing, or having distributed on their behalf, any international household goods or unaccompanied baggage tariffs or tenders to Personal Property Shipping Offices (PPSOs). Carriers are also prohibited from distributing any correspondence dealing with information that would be in conflict with the DPM International Commercial Air Program instructions furnished to PPSOs.

Item 108. Sources of Assistance: In the event of problems or questions relative to these instructions, PPSOs should first contact the responsible SDDC Area Command, field office, or the designated representative. Problems that can not be resolved at these levels will be elevated to HQSDDC. Points of contact are as follows:

SDDC AREA	OFFICE	DSN	COMMERCIAL
PACIFIC	SDDC-P	456-3741/3331	(808)656-3741/3331
EUROPE	SDDC-PPO-E	314-421-4081/4085	011-49-711-729-4081/4085
SDDC	SDPP-PO	328-3279	(703) 428-3279

Item 109. Recommendations: Recommendations for proposed changes may be forwarded to AMC via SDDC, ATTN: SDPP-PO, through the responsible SDDC Area Command or the designated SDDC representative.

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Chapter II - DEFINITIONS ASSOCIATED WITH THE DICAS PROGRAM

Item 200. Air Mobility Command (AMC): The single DOD operating agency responsible for providing DOD airlift services.

Item 201. Area of Responsibility (AOR): A specifically defined geographic area where one PPSO has been designated the responsibility for acquisition of transportation, storage, and related services.

Item 202. Attempted Delivery: When the carrier offers the shipment to the destination PPSO or PPSO designated contractor listed in the consignee block 18, of the PPGBL and PPSO/contractor refuses to accept the shipment. Carrier is authorized compensation as outlined in Item 329.

Item 203. Cancellation Filing Cycle (C/F): This cycle allows carriers to cancel existing rates. Rates must remain in effect for the first two months following the effective date of the rate volume, i.e.; rates effective 1 April are valid through 31 May. Each cycle has prescribed filing dates and an effective date.

Item 204. Carrier: A business entity that holds an appropriate certificate(s) or permit(s) issued by a federal or state regulatory agency and is approved by DOD for the movement of personal property.

Item 205. Carrier's Agent: A business firm, corporation, or individual acting for or in behalf of a carrier. A bona fide agent of a personal property carrier, as distinguished from a broker, is a person who, or business enterprise which, represents and acts for a air carrier, motor carrier, or freight forwarder and performs its duties under the direction of the carrier pursuant to a preexisting agreement with the carrier, providing a continuing relationship between them.

Item 206. Civil Reserve Air Fleet (CRAF) Program: A program designed to utilize contractually committed airlift resources of US air carriers to support Department of Defense airlift requirements in compliance with National Airlift Policy.

Item 207. Continental United States (CONUS): As used in connection with household goods, includes all areas within the United States, excluding Hawaii. For purposes of soliciting rates for unaccompanied baggage, includes all areas within the contiguous United States, excluding Alaska and Hawaii.

Item 208. Destination Point: City, installation, or contractor facility shown in the consignee block 18 of the PPGBL.

Item 209. Direct Procurement Method (DPM): A method of shipment in which the Government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contractual arrangements, or by the use of Government facilities and personnel.

Item 210. Direct Procurement Method (DPM) International Commercial Air Solicitation: A solicitation standardizing services performed by commercial air freight forwarders and carriers. Rates are solicited by AMC from individual carriers for the movement of personal property, and are effective during a **12-month** period. Normal rate cycles include **April 1 - March 31** of each calendar year.

Item 211. Disqualification: Action taken by **HQSDDC**, which results in the exclusion of a carrier or storage firm from participation in the DOD Personal Property Movement and Storage Program, at one or more installations for a definite or indefinite period of time.

Item 212. Diversion: A change in the original destination of an enroute personal property shipment. A change in the destination of a shipment not in storage-in-transit (SIT) to a new destination more than 30 miles from the original destination point. Shipments requiring further over-ocean transportation shall be terminated and reshipped.

Item 213. Filing Dates: Specified dates announced by AMC during which rates and other data must be filed.

Item 214. Final Delivery Point: Place at which carrier surrenders possession of property to the member, member's agent, Government representative, or its designated contractor, and no further transportation or services are required under the PPGBL.

Item 215. Government Bill of Lading Office Code (GBLOC): A designated code consisting of four alpha characters unique to each PPSO. The GBLOCs are used for internal accounting purposes and for the distribution of information to PPSOs.

Item 216. Gross Weight: The aggregate weight of all articles plus necessary packing materials and shipping containers.

Item 217. Headquarters Surface Deployment Distribution Command (HQSDDC): The single DOD operating agency responsible for military traffic management, land transportation, and common user ocean terminal.

Item 218. Initial Filing Cycle (I/F): The first of two rate filings during the cycle that allows the carriers to submit rates for channels they desire to serve. Rates must be submitted in accordance with procedures contained in Chapter VII, Rate Filing Instructions.

Item 219. Installation Transportation Officer (ITO): The military or civilian employee of the Government designated by the appropriate authority to perform assigned personal property traffic management functions at an installation or activity, regardless of whether or not that is the organizational title of the individual. (See PPSO)

Item 220. Intertheater Movement: Movement of personal property from an origin point in one overseas theater to a destination point in another overseas theater. Movements to or from CONUS are not considered intertheater.

Item 221. Intratheater Movement: Movement of personal property from an origin point in an overseas theater to a destination point in the same overseas theater.

Item 222. Kilogram: One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by 2.2046 factor. To convert pounds into kilograms, multiply pounds by 0.453.

Item 223. Kilometer: One kilometer equals 3,280.8 feet or 0.62137 mile. To convert kilometers into miles, multiply the number of kilometers by a 0.62137 factor. To convert miles into kilometers, multiply the number of miles by a 1.609 factor.

Item 224. Military Airlift Policy: The DOD policy states that AMC will be used in modes utilizing commercial over-ocean air for service in every instance where it can meet delivery requirements.

Item 225. Mistake In Rate Filing (MIRF): An error acknowledged by the carrier after review of their I/F and S/F rate submissions. Carrier may obtain relief for mistakes in rate filing only upon review and approval by AMC.

Item 226. Net Weight: The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

Item 227. Origin Installation: Military installation or activity with a PPSO which controls and issues PPGBLs for personal property shipments.

Item 228. Overseas Theater: An overseas area which is composed of those elements of one or more of the armed services, designated to operate in a specific geographical area, i.e., the Pacific, European, Southern, or other command.

Item 229. Packing Carton: Carton used for packing items requiring additional protection prior to placing inside shipping container.

Item 230. Personal Effects: Furniture, furnishings, equipment, clothing, baggage, professional books, papers, and equipment, and all other personal property associated with the home and person, as defined in the Joint Federal Travel Regulations (JFTR).

Item 231. Personal Property Government Bill of Lading (PPGBL): An accountable shipping document used for the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD sponsored personal property shipments (SF 1203).

Item 232. Personal Property Shipping Office (PPSO): An office designated by an appropriate authority to perform personal property traffic management functions for an area of responsibility.

Item 233. Pickup Point: The specific location where the carrier takes possession of the personal property shipment.

Item 234. Point of Diversion: The location of the shipment when orders are given to the carrier by the PPSO to change the destination point.

Item 235. Public File: A depository of personal property rates and information made available to the public for review and copying. This file is located in the Nassif Building, 5611 Columbia Pike, Room 609, Falls Church, Virginia 22041-5050.

Item 236. Rate Area: An area is generally defined as each of the states, and the District of Columbia, in the continental United States (CONUS), and a country, U.S. possession, or other such description in the overseas area. However, individual states and countries may be subdivided into two or more rate areas or combined into a single larger rate area to facilitate service and rate computations.

Item 237. Required Delivery Date (RDD): A specified calendar date on or before which the carrier agrees to offer the entire shipment of personal property to the member, member's agent, or responsible authority at destination. If the RDD falls on a Saturday, Sunday, foreign national, U.S. national or state holiday, the RDD will be the following work day.

Item 238. Secondary Filing Cycle (S/F): The second of two filings, which allows the carrier an opportunity to add rates omitted from the initial filing (I/F), and/or correct errors from the I/F as reported on the Error/Rejection Report.

Item 239. Shipping Container: External container, crate, tri-wall, bi-wall, or other Government-approved container into which individual articles and/or packing cartons are placed.

Item 240. Single Factor Rate (SFR): An all-inclusive single rate, filed with AMC, for all charges associated with the movement of the shipment except certain accessorial charges.

Item 241. Standard Carrier Alpha Code (SCAC): An alpha code assigned to carriers, that are state/federally regulated, by the National Motor Freight Traffic Association to identify carriers in various procedures and documents used in the personal property program.

Item 242. Standard Point Location Code (SPLC): A Standard Point Location Code consists of alpha-numeric characters which are assigned to each rate area for the purpose of geographical accounting.

Item 243. Traffic Channel: A rate-area-to-rate-area movement of HHG or UB under a single code of service; for example, Wisconsin to Italy under Code 4, or to Okinawa under Code J.

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Chapter III - TERMS, CONDITIONS, AND RULES

Item 300. Purpose: This chapter contains information on the terms, conditions, and rules that carriers agree to adhere to for participation in the DPM International Commercial Air Program.

Item 301. Certification: By the filing and certification of rates, carriers verify that they will adhere to the terms, conditions, rules, and charges contained in this solicitation.

Item 302. Application of Solicitation:

a. This solicitation is applicable to shipments transported for the account of the Department of Defense, including the U.S. Coast Guard, herein called the Government. This rate solicitation applies to the transportation of unaccompanied baggage and crated household goods between designated installations or contractors' facilities worldwide.

b. Provisions of this solicitation apply, for the account of the Government, to the transportation SFR filed with AMC. The carrier's effective rate on file on the date of pickup will apply.

c. Unless otherwise stated, all rates are expressed in U.S. dollars and cents per hundredweight (cwt).

Item 303. Rate Filing Prerequisites: Carriers desiring to participate in the movement of DOD-sponsored personal property in the DPM International Commercial Air Program, must submit their intent in writing to AMC. Carriers must have a SCAC code prior to the rate cycle. To acquire a SCAC code, carriers must contact the National Motor Freight Traffic Association at (703) 838-1822. Carrier's failing to file rates for three consecutive volumes will be removed from the program.

Item 304. Compensatory Rates: Rates submitted will be filed in compliance with the policies and procedures contained in the rate filing instructions and this solicitation. Carriers should evaluate each rate filed to ensure that quality service can be provided with a reasonable profit to the carrier. Rates should be filed only between those rate areas where the carrier desires to serve. The carrier certifies the ability and willingness to perform at the rate listed for each rate channel for a minimum of 2 months from the effective date of the cycle. Carriers are reminded that service will be to the entire rate area and not just the area immediately surrounding the installation.

Item 305. Independent Action:

a. Except for lawful discussions between your firm and other carriers or agents providing underlying transportation, including discussion with interlining carriers, carriers certify that:

(1) The rates in this submission have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such rates with any other carrier or to any other competitor.

(2) Unless otherwise required by law, the rates in this submission have not been, and will not knowingly be, disclosed prior to the effective date of such rate, or changes thereto, directly or indirectly, to any other carrier or to any other competitor.

(3) No attempt has been made to induce any other person or firm to submit or not submit such rates for the purpose of restricting competition.

Item 306. Right to Audit by DOD: By filing rates in response to this solicitation, the carrier agrees that AMC, HQSDDC, or other appropriate Government agencies, will have the audit and inspection rights for any purposes described as follows:

a. Examination of Financial Records: The right to examine carrier financial records, documents, and other evidence, including accounting procedures and practices, sufficient to reflect all direct and indirect costs of whatever nature claimed to have been incurred, and anticipated to be incurred, for the performance of this service. Such right of examination shall include inspection at a reasonable time, at the carrier's place of business, or such parts thereof, as may be engaged in the performance of the solicitation.

b. Cost Data Elements: If the carrier submits cost or pricing data in connection with the prices offered in the solicitation, or any change or modification thereto AMC, or its designated Government representatives shall have the right to examine all financial records, documents, and other such carrier data related to the pricing or performance of such service, change, or modification, for the purpose of evaluating the accuracy, completeness, and reasonableness of the costs or pricing data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation, along with the computations and/or projections used therein.

Item 307. Right to Audit by Comptroller General: The Comptroller General of the United States or its designated Government representatives may, until 3 years after final payment of any PPGBL under these rates, have access to and the right to examine, for any lawful purpose, directly related pertinent books, papers, documents, and records of the carrier involving transactions related to the solicitation. The periods of access and examination of records which related to litigation or settlement of claims rising from the carrier's performance, or costs and expenses of these rates to which exception has been taken by the Comptroller General or its representatives, will continue until such appeals, litigation, or claims have been settled.

Item 308. Alternation of Rates and Charges: This schedule of rates and charges will not apply for a carrier where the total charges accruing hereunder exceed the total charges otherwise applicable for that carrier for the same service(s).

Item 309. Tonnage Estimates/Volume of Tonnage: Tonnage data will continue to be extracted and maintained at HQ SDDC. Tonnage data, in Chapter IV, represents traffic estimates based on historical records. Each rate area shown gives an estimate of tonnage to and from a rate area that moves via DPM. This data, however, does not guarantee that the same amount of tonnage will move during any particular cycle, nor does it guarantee that any traffic, in any given channel, will be moved via DPM commercial air. The PPSO has the option of selecting the method which will meet the needs of the service member and criteria established by their military services' headquarters.

Item 310. Acceptance of Rates: Carriers that submit electronic rates to AMC will be provided with a Carrier Accepted Rate Printout and/or a Carrier Error/Rejection Printout upon completion of the I/F and S/F filings. These printouts include a listing of rates that have been accepted and/or rates that have been rejected for nonconformance with rate filing parameters.

Item 311. No AMC Accepted Rate:

a. Cancellations: When a carrier has no accepted rate on file due to a cancellation, the carrier is responsible for refusing shipments offered for that traffic channel. Acceptance and movement of a shipment by the carrier over such traffic channels under a PPGBL constitutes an agreement by that carrier to perform the transportation services at the original rate filed by the carrier.

b. Rate Not Filed: When a carrier accepts a shipment on a channel where it has no rate on file, that acceptance constitutes an agreement by that carrier to perform the transportation services. The accepted low rate on file for the channel will be the negotiated rate.

Item 312. Termination of Rates: Carriers' rates, submitted in response to this solicitation, must be honored for a minimum of 2 months. Rates effective 1 April must remain valid through 31 May. Cancellations will not apply to shipments made from an origin point before the effective date of the cancellation cycle.

Item 313. Rate Changes: Rates contained in this solicitation are firm for the duration of the rate cycle. No increases or decreases are allowed.

Item 314. Responsive Service:

a. Carrier agrees to have sufficient equipment and personnel prior to the effective date of the solicitation, in order to respond to movement requirements within 24 hours from time of request for service.

b. The Government reserves the right to terminate shipments at any point prior to delivery, and to arrange for onward movement to destination when the carrier is unable to perform in such a manner as to ensure the timely movement of the shipment.

Item 315. Limitation of Liability:

a. All rates in this solicitation apply on shipments when released at a value not exceeding 60 cents per pound per article, not to exceed the cost of the gross weight of the packing containers multiplied by 60 cents.

b. The carrier accepts property for shipment on the PPGBL under the following terms and conditions:

(1) When the cost of repair, replacement, or actual cash value of the article (less depreciation and salvage) at the time and place of loss or damage is less than the carrier's liability, as provided in paragraph (a), the carrier shall be liable for the lesser amount.

(2) The carrier will be liable for damages only when exterior damage to the packing containers is noted on the delivery receipt by the consignee.

(3) The carrier will be liable for transportation charges of, and the weight of lost packing containers to the extent provided above.

c. The burden of proof will be on the carrier to show that the loss and/or damage was caused by the following (excepted) conditions which relieve it of liability:

(1) Act of God, public authority, or negligence of the owner, and/or owner's agent.

(2) Hostile or warlike action in the time of peace or war, including action in hindering, combating, or defending against an actual, impending, or expected attack, including:

(a) By any government or sovereign power, or by an authority maintaining forces.

(b) By an agent of any such government, power, authority, or forces.

(3) Any weapon of war employing atomic fission or radioactive force, whether in time of peace or war, including contamination attributable to effects of radioactive or fissionable materials.

(4) Insurrection, rebellion, revolution, civil war, usurped power, or action taken by a Governmental authority in hindering, combating, or defending against such occurrence, seizure or destruction under quarantine or customs regulations, confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade.

(5) Inherent vice of the article or infestation by parasites or other types of pests, including fumigation or decontamination when not the fault of the carrier, and the

susceptibility to damage because of atmospheric conditions such as temperature and humidity or changes therein.

(6) The carrier will not be responsible for intangible property, stamps, coins, bank notes, or securities, nor for the intrinsic or sentimental value of an item.

(7) The carrier will not be responsible for loss and/or damage resulting from improper packing, interior packing containers and/or sealing and banding of packing containers.

(8) The carrier may, at its option, require proof of loss or damage claimed.

Item 316. Limitation of Action: Claims for loss and/or damage will be filed with the carrier by the shipper or consignee agency of the U.S. Government within 2 years from date of delivery to the destination installation or contractor facility. Claims for refunds of transportation charges for a portion of a shipment will include the weight and cube of each packing container that the carrier failed to deliver. Transportation refunds will be made on the basis of the way the transportation charges were computed.

Item 317. Distribution of Rates: HQSDDC will distribute all rates to the PPSOs.

Item 318. Traffic Distribution: The PPSO is responsible for offering all shipments, moving DPM commercial air, to the CRAF carrier(s) providing the lowest overall cost to the Government in any given traffic channel. This is, however, subject to an affirmative determination, by the Government, as to the CRAF carrier's ability to provide the required services and performance at the total overall cost to the Government. If CRAF carriers are unavailable or cannot meet requirements (except cost) then, and only then, will non-CRAF carriers be used. In this case, if the rate submitted by the low cost carrier is deemed either excessive to the commercial rates available, or the carrier is incapable of meeting the requirements as provided herein, the available tonnage will be offered to other carriers. Carriers offering rates and services under the terms of this solicitation must be capable of providing the required services within the traffic channel for which rates are submitted. Refusal to accept shipments may result in action by the Government to remove the carrier from further participation in this program.

Item 319. Minimum Weight: The SFR rate is based on the gross weight of the articles shipped. Shipments, weighing less than 100 pounds gross, shall be accepted only at a weight of 100 pounds.

Item 320. Determination of Weight:

a. The SFR, and all other charges based on weight, are based on gross weight. The gross weight shall be determined by certified scale weight by the origin DPM contractor on warehouse platform scales, Government scales, or public truck scales. The contractor is responsible for entering weights on the PPGBL.

b. Charges will be assessed by pound or cube, dependent upon the size of the shipment. The cubic foot measurement will be multiplied by a density factor of 10 to determine cubic weight. The chargeable weight is the actual gross weight or volume weight, whichever is greater.

Item 321. RDD Requirements:

a. Carrier traffic management procedures should be geared to provide 100 percent of deliveries on time. The RDD will be established by the PPSO and shown on the PPGBL.

b. Transit times will be measured in calendar days; holidays, and weekends inclusive.

c. Computation of the transit time will commence on the day of pickup and in accordance with Chapter VI, of this solicitation.

d. Failure to achieve an acceptable level of on-time deliveries into any rate area may be cause for removal from the DPM International Commercial Air Program into that rate area. Removal may extend into subsequent rate cycles.

Item 322. Unsatisfactory Carrier Performance:

a. The carrier's overall performance will be monitored by the responsible PPSO. The first service failure will result in written notification by the PPSO. The second service failure may result in the PPSO removing the carrier from further participation until the end of the current cycle. Service failures include, but are not limited to, shipment refusals, failure to provide tracing information, failure to arrange customs, utilizing aircraft of foreign flag registry without proper authorization, and interlining carriers failing to provide services in accordance with the rules and conditions stated herein.

b. Copies of all records of unsatisfactory service will be submitted to HQ AMC via SDDC, ATTN: SDPP-PO, for possible removal from participation in the DOD DPM international commercial air program.

Item 323. Reporting Requirements:

a. Origin: Within not more than 7 workdays following receipt of shipment, the carrier will provide a copy of the airway bill showing routing to the origin PPSO. The airway bill may be given to the contractor at the time of pickup from the carrier. The contractor will attach the airway bill to a copy of the PPGBL and return it to the PPSO. The airway bill number will be provided earlier when requested by the PPSO.

b. Destination: The destination PPSO will be notified within 1 workday of receipt of the shipment. The carrier is responsible for arranging delivery at contractor's facility.

Item 324. Placement of Carrier Equipment: The SFR will include the placement of the carrier's equipment at the origin and destination

DPM contractor's dock, for the purpose of loading and unloading the shipping containers. The DPM contractor is responsible for loading the container(s) onto the carrier's equipment at origin contractor's facility and off loading the container(s) at destination contractor's facility from the carrier's equipment.

Item 325. Tracing: Carrier will provide tracing information to either the origin or destination PPSO within 120 hours of request. Upon request of the PPSO, the carrier will furnish a delivery receipt on any shipment transported under charges stated herein at no additional cost.

Item 326. Storage: Storage, at origin or destination, will be provided by the DPM contractor. Storage accrued because of customs or agricultural inspections will be paid by the carrier and billed as third-party service.

Item 327. Customs: The carrier will process all shipments through appropriate customs. The carrier is responsible for movement of shipments arriving in CONUS, in bond, to the U.S. Customs House nearest to the ultimate consignee. The responsible destination PPSO will be notified in advance when a shipment is to move in bond.

Item 328. Oversized Containers: Acceptance of containers exceeding outside dimensions of 110 inches long, 57 inches wide, and 60 inches high, will be at carrier's option. Carriers have the right to refuse shipments if packed in over dimensional containers. PPSOs will provide 1-week advance notification of such containers.

Item 329. Attempted Delivery: When a shipment is offered to the destination PPSO or contractor in the consignee block of the PPGBL and the PPSO/contractor refuses to accept shipment, an attempted delivery will be authorized. The carrier or its agent will notify the responsible PPSO and request disposition. The carrier will then deliver the shipment to the new consignee, within the PPSO or corporate limits of the original destination, or a 30 mile radius. The new consignee will be confirmed in writing in the form of a reconsignment. A charge of \$2 per gross hundredweight or \$25, whichever is greater, will apply for each attempted delivery.

Item 330. Third-Party Service:

a. Carrier will be compensated for charges as a result of additional services ordered by the PPSO or for reconsignments due to a contractual change in the location of the DPM facility after the PPGBL has been issued and shipment has arrived at destination. Compensation will be based only on cost to the carriers for additional services.

b. A copy of the invoice indicating cost for performance of services will be attached to the Standard Form 1113, Public Voucher, when submitting billing.

Item 331. Payment: The carrier will bill the Government on the Standard Form 1113, appropriately supported, and will submit said bill to the paying office shown on the PPGBL.

Item 332. Shipment Routing: Carriers will route shipments via airports that provide the required movement to meet the established RDDs. Shipments will not be routed by surface without the written permission of HQSDDC prior to movement.

Item 333. Use of Foreign Flag Air Carriers:

a. Carriers are required, in accordance with the Fly America Act, 49 USC 1517 (1982), to utilize aircraft of U.S. registry, if available, for all international movements.

b. When it is determined that the use of an aircraft of U.S. Registry will not provide the required service, the carrier will request permission to use foreign flag aircraft, prior to start of movement as follows: request permission from Headquarters, Air Mobility Command (AMC), ATTN: A34YAB, Scott AFB, IL 62225-5302, Commercial telephone (618) 229-4791, facsimile commercial (618) 256-8316 to use aircraft of foreign registry. If any segment of the intended routing involves use of a foreign flag carrier, a justification certificate with a valid AMC control number is required, and approval will be obtained prior to booking of shipment with the air carrier. The request for authorization to use a foreign flag carrier will be accomplished and submitted to HQ AMC by electronic means (message or FAX) within 10 calendar days of pickup, but, in any case, no later than 2 full working days prior to booking of the shipment with the foreign flag carrier. The electronic transmission will consist of the following: Justification Certificate for Use of Foreign Flag Carrier (as illustrated in Appendix B) and a copy of the personal property Government bill of lading (PPGBL) for shipments to or from controlled rate areas. Upon review and concurrence/nonconcurrence, HQ AMC will respond by similar electronic means to the carrier within 2 full working days of the receipt of the carrier's request.

c. AMC routing policy: The following principles shall be followed in determining the availability of U.S. flag air carriers: (a) The first or last leg from and to the U.S. shall be by a U.S. flag carrier. (b) U.S. flag air carrier service available at the point of origin shall be used to destination or, in the absence of direct or through service, to the furthest point on a commonly used air route. (c) When an origin or interchange point is not serviced by a U.S. air carrier, foreign flag air carrier service shall be used only to the nearest interchange point on a commonly used air route to connect with U.S. flag air carrier service.

d. Labeling Shipments: The shipment description DOD-Sponsored, is to be included on the airway bill. Examples are as follows: DOD-Sponsored Household Goods, DOD-Sponsored Unaccompanied Baggage or DOD-Sponsored Personal Effects.

e. Payment: Certificates that do not have an AMC control number will cause the SF 1113 to be returned by the finance centers to the carrier for inclusion of the required control number. Payment requires a properly completed justification certificate with a valid AMC control number.

Item 334. DOD-Sponsored Shipments: Personal property shipments moved under this solicitation are DOD-sponsored and, as such, will not be detained by carriers or agents. Additionally, the Government has the right to inspect containers on any premises of the carriers/agents. Accordingly, carriers agree to include the following stipulation in their contract, agreement, and/or order with underlying carriers/agents:

"By acceptance of this contract/agreement/order/reimbursement schedule, I recognize that property being transported hereunder is U.S. DOD-sponsored personal property and, as such, will not be detained by my firm under any circumstances. Further, I guarantee the Government free access to any facilities, during normal working hours for their lawful purpose of removing containers in which DOD-sponsored personal property is being shipped."

Item 335. Shipment Termination: The Government reserves the right to terminate shipments at any point during transportation prior to delivery and to separately arrange for onward movement to destination under the following conditions:

a. A shipment becomes frustrated at an origin or destination airport or agent's facility due to:

(1) Nonpayment of charges by the carrier whereby the shipment is being detained by an interlining carrier.

(2) Detention of a shipment by an origin/destination local agent for any reason relative to carrier/agent disputes.

(3) Nontraceable or nonavailable documentation attributable to the fault of the carrier.

b. The carrier is unable to perform in such a manner as to ensure the timely movement of the shipment.

c. A shipment will be considered terminated when it has been delivered to the destination installation or DPM contractor and no further transportation will be performed under the PPGBL.

d. A shipment will be terminated when the carrier is prevented from performing further transportation as a result of:

(1) Acts of God or public authority.

(2) Hostile or warlike action in time of peace or war.

(3) Contamination caused by radioactive or fissionable materials.

(4) Seizure or destruction under quarantine or customs regulations.

(5) Confiscation by order of any Government or public authority.

(6) When it is determined that the shipment contains risks of contraband or illegal transportation.

e. Shipments terminated under the above provisions will be tendered to the nearest installation or consignee as designated by the Government or its agent. The PPSO will issue a PPGBL correction notice reflecting the actual point of termination. Transportation charges will be based on actual transportation services performed in accordance with carrier's published tariffs/tenders or rate that would have applied, whichever results in a lower cost to the Government.

f. In any of the above or similar instances whereby the carrier cannot meet performance standards, the Government may terminate the shipment, obtain release of the shipment, and at its option, pay any charges necessary to gain release of the shipment, and initiate setoff action for the expenses incurred by the Government which are excess to those which would have been incurred if the carrier had maintained total through movement of the shipment.

Item 336. Excess cost: To enable DOD to collect excess costs incurred due to carriers defaulting on shipments contained in the pipeline, PPSOs terminating shipments because of the fault of the carrier, will forward all records of excess cost, including demurrage, storage, etc., over and above those associated with shipment to SDDC, ATTN: SDPP-PO for further notification to the finance centers and General Services Administration.

Item 337. Diversions:

a. A shipment will be diverted when so ordered and confirmed in writing by either the origin or destination PPSO. A shipment may be diverted for the following reasons.

(1) Member's orders are canceled, amended, or revoked.

(2) Shipment was erroneously routed to destination through no fault of the carrier.

b. Shipments diverted under the above provisions will be moved by the origin carrier only when that carrier has the appropriate operating authority. Payment will be based on the actual transportation services performed in accordance with carrier's published tariff/tender or rate that would have applied, whichever results in the lowest cost to the Government.

c. If the carrier does not have operating authority to the new destination, the shipment will be terminated, in accordance with the above, and reshipped to the new destination.

Item 338. Application of Transportation Single Factor Rate (SFR):

a. Transportation SFRs filed in response to this solicitation WILL INCLUDE the following services:

(1) Picking up shipment at DPM contractors facility.

(2) Linehaul transportation from origin DPM contractor facility to origin airport.

(3) Provide copy of airway bill within 7 days from pickup to origin PPSO. Notification of airway bill to PPSO, upon request.

(4) Air transportation from origin airport to destination airport.

(5) Arranging customs clearance. Movements of shipments arriving in CONUS, in bond, to the U.S. Customs House nearest the ultimate destination. The responsible destination PPSO will be notified in advance of shipments moving in bond.

(6) Linehaul from destination airport to destination DPM contractor's facility or designated installation.

(7) Notification to destination PPSO within 1 workday after shipments arrival at destination.

b. Transportation SFRs WILL NOT INCLUDE the following services:

(1) Packing shipment at residence.

(2) Furnishing interior packing containers and exterior shipping containers.

(3) Marking, stenciling, and banding of containers.

(4) Delivery to residence, to include unloading, cutting of bands, and unpacking of interior cartons.

(5) Servicing or deservicing of appliances.

(6) Origin and/or destination third party charges.

(7) Any Government or public authority charges for disinfection, fumigation, demurrage, or other charges that are not through the fault of the carrier.

Item 339. Volume of Traffic Report: Carriers are required to submit to AMC via SDDC, SDPP-PO, within 45 days after the end of the volume cycle, the total number of shipments, total weight of shipments, and the origin and destination of all shipments moved during the applicable cycle. Please use the following format in reporting the information, example:

Origin	Destination	Weight	Cost
US24 Virginia	Hong Kong	500	\$235.00
US28 Kentucky	Germany	100	\$130.00
Total=	2 shipments	600	\$365.00

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Chapter IV - TONNAGE ESTIMATES

Item 400. General:

a. Tonnage data represents traffic estimates based on historical records. These figures are obtained from paid PPGBLs for a 6-month period, 2 years prior to the effective date of the rate cycle. Each rate area shown gives an estimate of tonnage to and from the rate area. Estimates shown are in hundredweight. These estimates include all household goods and unaccompanied baggage that moved by any direct procurement method (DPM).

b. Tonnage data will continue to be extracted and maintained at HQMTMC. Tonnage is shown only where HQMTMC historic data exists. However, tonnage may be generated between all areas during this period. Carriers are encouraged to file rates for all channels they desire to serve. This data does not guarantee the same amount of tonnage will move during any particular cycle. Tonnage estimates may be further affected by the solicitation of Code J rates under the International Through Government Bill of Lading Program. Air transportation is furnished by AMC under the Code J method. The Secretary of Defense's policy states that AMC should be used to the fullest extent possible. Code J rates are solicited between CONUS and the following countries:

Australia	Panama
Germany	Puerto Rico
Guam	Scotland
Hawaii	Sicily
Italy	Spain
Japan	Turkey
Korea	United Kingdom
Netherlands	

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Chapter V - PPSO LISTINGS

Item 500. General: This chapter provides names and locations of the PPSOs, rate area maps, explanations, and illustrations of subdivided states and countries, special rate area information, and a listing of Standard Point Location Codes (SPLC).

Item 501. Installation Addresses: This listing provides the names, phone numbers, mailing addresses, TWX, TLX, and FAX numbers of all PPSOs, worldwide. (See Appendix C)

Item 502. SPLC Codes: These codes are used for identifying rate areas used in the DOD personal property program. These codes must be used for identification of rate areas when filing rates. Incorrect codes will result in computer rejection of rates. (See Appendix D)

Item 503. CONUS Rate Area Map: The rate areas within CONUS are identified for quick reference. (See Appendix E)

Item 504. Subdivided Countries/States:

a. Numerous countries and/or states are divided into more than one rate area. This listing is provided to distinguish those rate areas.

b. Subdivided countries and/or states, no maps:

(1) Italy:

IT40 - TAC Group Aviano

NSA Naples

8th Spt Group Leghorn

6917th ABS San Vito

ITO Rome

USASETAF Vicenza

IT10 - Sicily

NAF Sigonella

IT20 - Sardinia

USNSO La Maddalena

(2) Portugal:

PO - USMAAG Lisbon, Portugal

US Nat Spt Unit, Lisbon, Portugal

POO1 - Lajes Field, Terceira, Azores

(3) United Kingdom:

UK - HQ Burtonwood

RAF Alconbury

USNA London

Menwith Hill St, Harrogate

RAF Mildenhall

20th TFW High Wycombe

RAF Chicksands

81 TFW Bentwaters

RAF Upper Heyford

UK76 - Scotland

USNSG Edzell

(4) US24 - District of Columbia: District of Columbia (DC) is only that area designated as the city limits of Washington, DC. The counties and municipalities in Maryland and Virginia formerly included in US24 DC are not considered part of US24.

(5) US23 - Maryland: All counties and municipalities within the state boundaries.

(6) US25 - Virginia: All counties and municipalities within the state boundaries.

c. The following countries and/or states are subdivided into more than one rate area. Maps showing the specific rate area for each PPSO in that country and/or state can be found in Appendix F.

(1) California - US87 North US88 South

(2) Florida - US49 North US4964400 South

(3) Texas - US66 North

US68 South

(4) Alaska - US8101000 Zone I

US8190100 Zone II

US8050500 Zone III

US8142800 Zone IV

US8030400 Zone V

(5) Australia - AS11 Zone 1

AS21 Zone 2

AS71 Zone 3

(6) Japan - JA01 Central

JA02 South

JA03 North

JA96 Okinawa

Item 505. Special Rate Area Information:

a. Germany. Rate area GE has been redesignated as a single rate area for Germany. The cities of Muenster, Greifrath, Moenchengladbach, Kalkar AS, Bremerhaven, Garlstedt, and Gielenkirchen are in CPPSO Schinnen Netherlands area of responsibility. However, all shipments to/from these cities will be governed by the Germany (GE) rate.

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Chapter VI - TRANSIT TIMES

Item 600. General: This chapter provides general information regarding the transit times for DPM international commercial air shipments between CONUS and overseas locations.

Item 601. Transit Times:

a. The transit times were developed by HQSDDC, in coordination with the military services' headquarters and industry, and are based on actual transportation experience, capabilities, and schedules. Normally, these are the minimum times which should be applied when constructing RDDs. However, sound traffic management principles, the needs of the member, existing policies, and carrier capabilities should also apply.

b. In determining the RDD in conjunction with the transit time, the day after pickup is counted as the first day of transit time. Transit times will be measured in calendar days; Saturdays, Sundays, and holidays are counted as part of the transit time. The day of pickup and/or the day of delivery will not be scheduled on Saturdays, Sundays, or holidays unless there is a mutual agreement between the member, the PPSO, and the carrier.

c. The transit time charts can be found in Appendix G.

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Chapter VII - RATE FILING INSTRUCTIONS

Item 700. Purpose: This chapter provides procedures, instructions, and other information necessary to file rates, in response to AMC DPM International Commercial Air Solicitation and modification letters issued every **12 months**. Changes unique to each volume will be included in page changes in that volume's rate solicitation letter. Carriers filing rates, in response to AMC rate solicitation letters, will use these instructions to ensure a responsive rate filing.

Item 701. Application and Scope: These instructions are applicable to Department of Defense (DOD) approved air carriers and forwarders eligible to transport crated household goods and unaccompanied baggage shipments worldwide.

Item 702. Rate Submissions:

a. General: Carriers are solely responsible for the preparation and submission of their electronic transmissions in accordance with the procedures and formats prescribed within this solicitation. Carriers are responsible for establishing quality control procedures that permit the review of rates prior to actual submission to AMC. Failure of electronic transmissions by the designated filing date(s) will result in the carrier being nonresponsive and nonacceptance of the rate submission.

b. Method of Submission: Rates will be submitted to AMC by the Internet's Electronic Mail System, or by using computer diskettes. Rates will be submitted during a 2-week "window" for the Initial Filing (I/F), Secondary Filing (S/F), and both Cancellation Filings (C/F). The 2-week "windows" will be established by AMC, and carriers will be notified of these dates with each solicitation.

c. Address for Internet's Electronic Rate Submission: etta.thurman@scott.af.mil. Rates submitted on computer diskettes should be formatted using ASCII Text File and sent to HQ AMC/A34YAB, ATTN: Ms Etta Thurman, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302. Carriers experiencing difficulty with their transmission should contact AMC, (618) 229-2530, prior to the designated filing dates.

d. Completeness of Submission: Electronic rate submissions and any required supporting documentation will be received complete and intact by the established filing dates. Carriers are cautioned to give particular attention to supporting documentation requirements. If a carrier fails to meet the required date for submitting a signed rate certification, all rates will be rejected by AMC and the carrier's rate filing considered nonresponsive.

Item 703. Responsive Offers: Competitive rates submitted under this program will be received from Air Freight Forwarders and DOD Air-approved carriers. Any and all rates received under this solicitation may be rejected if it is determined by AMC that they are unreasonable as to price. Unreasonable to price includes but is not limited to not only the total price, but prices for specific channels, low or high prices or materially unbalanced bids. When it is determined by AMC that certain bids or all bids, are being rejected, AMC will notify the carrier within 30 days of the filing date.

Item 704. Use of an Automated Data Processing (ADP) Firm: Carriers which use ADP agents for rate filing purposes are required to restrict their use to one single agent. Carriers are solely responsible for the accuracy of rates submitted by their agent.

Item 705. Procedures for Rate Filing through the Internet System:

a. General: Rates may be submitted during a 2-week "window" for each filing cycle. Rates submitted must be expressed in U.S. dollars and cents. Electronic transmissions must be received by 4:00 p.m. central time, on the last filing date of the "window". Transmissions can be made daily to update the file until the close of the "window". Only one set of rates per carrier, per channel, per day, may be submitted. The electronic messages containing carrier's rate submissions, through the electronic mail system, will periodically be accessed in order to transmit the stored messages to the HQSDDC host computer for normal rate processing. Each rate filing cycle will be subject to edit and validation criteria, prior to acceptance and/or distribution. Rates submitted during the I/F and/or S/F cycle may only be removed during the open "window" they were originally submitted in. After the "window" closes, rates may only be removed during the cancellation cycle in accordance with instructions contained in the solicitation. Upon the close of the "window" after rates are initially accepted and edited they cannot be changed. The procedural rate filing guidelines for each rate filing cycle are as follows:

(1) Initial Filing Cycle (I/F): Carriers are encouraged to file rates prior to the I/F filing dates for those channels they desire to serve. Rates must be submitted in accordance with Item 709, Rate Input Format and Appendix H-1, Rate Filing Record Specification.

(2) Secondary Filing Cycle (S/F): This is the second of two rate filings for each volume. Carriers have an opportunity to add rates inadvertently omitted from the I/F and/or correct errors that were reported on the Error/Rejection Report. Rates must be submitted in accordance with the above guidelines.

Item 706. Carrier Accepted Rate Report:

a. Purpose: The Accepted Rate Report provides a list of rates accepted by AMC on completion of the I/F and S/F filings. Carriers

will certify rates received by AMC as those rates which the carrier filed.

b. Certification and Return: Carriers are responsible for reviewing and certifying the accuracy and completeness of rates listed on their transaction printout. The last page of the Accepted Rate Report will be hand-signed, dated, detached, and mailed to AMC in accordance with procedures and designated dates provided with the solicitation letters. The individual signing the certification will be a corporate official having the appropriate authority. The remainder of the printout containing the rates will be retained by the carrier. The following address will be used for all certifications being returned to:

HQ AMC/A34YAB, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302.

c. Mandatory Return of Certification Printouts: Failure to return the signed last page of the I/F and S/F certification printouts by the respective established dates will preclude a carrier from participation in the applicable volume traffic.

Item 707. Termination of Rates:

a. General: Carriers may cancel rates by the internet system in the format outlined in Item 709, Rate Input Format, and Appendix H-1, Record Specification.

b. Cancellation Periods: Accepted rates must remain in effect for the first 2 months following the effective date of the rate volume, i.e.; rates effective 1 April are valid through 31 May. Each volume has 2 cancellation cycles. Each cancellation cycle has prescribed filing dates and an effective date.

c. Rate Verification: AMC will verify the electronic submissions against the carrier's accepted S/F rates and provide the carrier with a copy of the Error/Rejection Report and Carrier Accepted Rate Report for rate cancellations. Carrier cancellations are accepted as final submissions by AMC. HQSDDC will distribute the accepted rate cancellations to the effected PPSOs at least 30 days in advance of the effective date. On the effective date, acceptance and distribution of the cancellations will preclude the carrier from further participation in the traffic over the respective rate channels for the duration of the rate cycle.

Item 708. Error Rejection Report:

a. Purpose: Information shown on the Error/Rejection Report and outlined below defines the submission of erroneous rates or records rejected by the system. This report is produced upon completion of the I/F, S/F, and both cancellation cycles and then forwarded to the carrier. This printout provides an error message for each rate rejected. Rates may be rejected due to, but not limited to, improper record format and/or invalid code entry. Rejections are not correctable, except as stated elsewhere in these instructions.

b. Error Descriptions: Records rejected due to error will be indicated with an "*" under the data element(s). An error message will be noted describing the reason for rejection. The error descriptions are as follows:

(1) Missing code: A required data element field was not entered.

(2) Must be alphabetic: The data element field contains characters which are not alphabetic.

(3) Invalid code: The data element field was not a valid code for that field.

(4) Must be blank for this filing: This field must not be entered for this filing cycle (must be spaces).

(5) Must be between 000-999 with leading zeros: This rate must be numeric between \$0.01 and \$999.99. Leading zeros must be used. Example: \$78.12 is coded 07812.

(6) Rate type and specified rates do not match:

(a) In the I/F and S/F cycles, the rate must be \$0.01 to \$999.99 and the cancellation code must be blank (space).

(b) In the C/F cycle, the rate must be "00000" and cancellation code must be "C".

(7) Record already exists - duality: Adding a record which is already on file for this SCAC, origin/destination, and code of service combination.

(8) Improper cancellation, no match on file: This SCAC, origin/destination, and code of service combination is not on file, and, therefore, cannot be canceled.

(9) Record already canceled: This rate record was already canceled in a previous filing period.

(10) Must equal "C": To cancel a rate record, the cancellation code must equal a "C".

(11) Duplicate key fields record rejected: The same SCAC, origin GBLOC, destination state/country, and code of service was coded two or more times during the same 24 hour period of the same filing cycle. All of these records are rejected.

Item 709. Rate Input Format:

a. General:

(1) Input must be an ASCII text file. Most commercial word processors and similar products can produce the required ASCII file with no special word processing control characters. Each line

will not exceed 80 characters. The record specification in Appendix H-1 also provides guidance on record input format.

(2) Carriers can submit rates for baggage only or both baggage and household goods. To submit for baggage only type a B in column 39 (refer to appendix H-1) and to submit for both baggage and household goods type B in column 39 and H in column 40 (refer to appendix H-1). Carriers cannot submit separate rates for baggage and household goods for the same channel.

b. DPM International Commercial Air Rate: An example of an internet electronic rate submission is as follows:

Line	Starting	Contents			
	0	1	2	3	4
	1234567890123456789012345678901234567890				
1	FROM:	Mail address or name			(Optional)
2	TO:	HQ AMC, A3YAB			(Optional)
3	SUBJECT:	Volume Number, (IDPMAIR-I/F)			(Required)
4	IDPM*AAAAUS11	AS11	F	12312BH	
	IDPM*AAAAUS12	AS11	F	12323BH	
	MMMM	(Required)			

Notes:

1. The reference code "DPMIAIR-I/F" is a contents indicator used to separate the different types of incoming messages. I/F, S/F, or C/F will be used for the applicable filing cycle.

2. "AAAA" is the submitting carrier's SCAC code.

3. "MMMM" is the last line of the rate input format. This indicates the end of the transmission.

4. Rates submitted during the cancellation cycles must have the cancellation code "C" in position 41 of the record format. Omission of the cancellation code "C" will result in the record being rejected. See Appendix H-1.

(3) Other Requirements:

System	INTERNET	SUBJECT	LINE	Remarks
Name	Reference No.	Line	ID	
DPM AIR	IDPMIF	IDPMAIR-I/F	IDPM*	I/F Filing
	IDPMSF	IDPMAIR-S/F	IDPM*	S/F Filing

(4) Rates submitted during the I/F and/or S/F cycle may only be removed during the open "window" they were originally submitted in. After the "window" closes, rates may only be removed during the cancellation cycle in accordance with instructions contained in the solicitation.

Item 710. Top Ten Low Rate Tape: At the conclusion of the processing of the S/F, a magnetic tape file is produced for the carrier industry in the format and specifications as outlined in appendix H-2. This file contains the established top ten low rate.

Item 711. Mistake In Rate Filing (MIRF): When the low rate carrier determines that an error was committed in preparing the rate, and the error warrants the allegation of a MIRF, the carrier may request that their award be canceled within 7 days of award notification. The carrier will provide clear and convincing evidence that the error was committed by mistake. AMC will make the determination whether to allow rescission of the rate.